

# COMPETITION RULES

Rules and procedures for the  
management and conduct of the  
skill competitions

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# CONTENTS

<b>B.1 ABOUT THE COMPETITION RULES .....</b>	<b>6</b>
B.1.1 Scope .....	6
B.1.2 How to read these rules.....	6
B.1.2.1 <i>Examples</i> .....	6
B.1.3 Definition of terms (Glossary).....	6
<b>B.2 HEALTH, SAFETY, AND ENVIRONMENT .....</b>	<b>7</b>
B.2.1 Policies and procedures .....	7
B.2.1.1 <i>Health, Safety, and Environment policy at the Competition</i> .....	7
B.2.1.2 <i>Competition Organizer is responsible for Health and Safety</i> .....	7
B.2.1.3 <i>WorldSkills Secretariat responsibility</i> .....	7
B.2.1.4 <i>Technical Delegate responsibility</i> .....	7
B.2.1.5 <i>Skill Competition manager, Expert, and Workshop Manager responsibility</i> .....	7
B.2.2 Health, Safety, and Environment training and implementation .....	7
<b>B.3 INFRASTRUCTURE LIST, COMPETITOR TOOLBOXES, AND WORKSHOP ORGANIZATION .....</b>	<b>9</b>
B.3.1 Materials and equipment .....	9
B.3.1.1 <i>Definition</i> .....	9
B.3.1.2 <i>Development</i> .....	9
B.3.1.3 <i>Publication</i> .....	9
B.3.1.4 <i>Supply of materials and equipment</i> .....	9
B.3.1.5 <i>Missing items</i> .....	9
B.3.1.6 <i>Substitute and additional materials</i> .....	9
B.3.2 Competitor toolboxes.....	10
B.3.2.1 <i>Definition</i> .....	10
B.3.2.2 <i>Principles</i> .....	10
B.3.2.3 <i>Size of toolbox</i> .....	10
B.3.3 Workstation assignment .....	10
<b>B.4 TECHNICAL DESCRIPTIONS.....</b>	<b>11</b>
B.4.1 Definition .....	11
B.4.2 Precedence .....	11
B.4.3 Availability.....	11
B.4.4 Updating and validity.....	11
B.4.5 Circulation.....	12
<b>B.5 SKILL-SPECIFIC RULES .....</b>	<b>13</b>
<b>B.6 ASSESSMENT OVERVIEW .....</b>	<b>14</b>
B.6.1 General guidance .....	14
B.6.2 Assessment planning .....	14
B.6.2.1 <i>Standards Specification</i> .....	14
B.6.2.2 <i>Weightings</i> .....	14
B.6.2.3 <i>Assessment methods</i> .....	14
B.6.2.4 <i>Benchmarks</i> .....	14
B.6.2.5 <i>Assessment training for Juries</i> .....	14

B.6.3	Marking Scheme .....	14
B.6.3.1	<i>Role of the Marking Scheme</i> .....	14
B.6.3.2	<i>Scale of marks</i> .....	15
B.6.3.3	<i>Assessment Criteria</i> .....	15
B.6.3.4	<i>Assessment Sub Criteria</i> .....	15
B.6.3.5	<i>Aspects of Sub Criteria</i> .....	15
B.6.3.6	<i>Number of Aspects</i> .....	15
B.6.3.7	<i>Size and balance of marks</i> .....	15
B.6.3.8	<i>Preparation and use of Marking Forms</i> .....	15
B.6.3.9	<i>Landscape Marking Forms</i> .....	15
B.6.3.10	<i>Variation of procedure</i> .....	15
<b>B.7</b>	<b>TEST PROJECTS.....</b>	<b>16</b>
B.7.1	Definition .....	16
B.7.2	Duration and format.....	16
B.7.2.1	<i>Duration</i> .....	16
B.7.2.2	<i>Extension of time</i> .....	16
B.7.3	Ethical criteria .....	16
B.7.4	Development.....	16
B.7.4.1	<i>Materials and equipment used</i> .....	16
B.7.4.2	<i>Form</i> .....	16
B.7.4.3	<i>External design</i> .....	17
B.7.5	Selection, validation, and circulation .....	17
B.7.5.1	<i>Circulation</i> .....	17
B.7.5.2	<i>Validation</i> .....	17
B.7.5.3	<i>Selection</i> .....	17
B.7.5.4	<i>Confidentiality of information</i> .....	17
B.7.5.5	<i>Test Project submission</i> .....	18
B.7.5.6	<i>Mandatory change in work content</i> .....	18
B.7.5.7	<i>Test Project and assessment briefing at the Competition</i> .....	18
B.7.5.8	<i>Translation</i> .....	19
B.7.5.9	<i>Sharing intellectual property</i> .....	19
B.7.5.10	<i>Security of completed test projects</i> .....	19
B.7.5.11	<i>Ownership of Test Projects</i> .....	19
B.7.6	Summary of Expert participation in Test Project preparation and assessment.....	20
<b>B.8</b>	<b>ASSESSMENT PROCEDURES .....</b>	<b>21</b>
B.8.1	Assessment methods .....	21
B.8.2	Assessment and marking procedures .....	21
B.8.2.1	<i>Competition commencement</i> .....	21
B.8.2.2	<i>Teams for assessment and marking</i> .....	21
B.8.2.3	<i>The organization of assessment and marking teams</i> .....	21
B.8.2.4	<i>Specific procedures for assessment and marking by measurement</i> .....	21
B.8.2.5	<i>Specific procedures for assessment and marking by judgement</i> .....	22
B.8.2.6	<i>The order of assessment and marking</i> .....	22
B.8.2.7	<i>No assessment or marking in presence of Competitor</i> .....	22
B.8.2.8	<i>Daily assessment and marking</i> .....	22
B.8.3	Finalization of marks.....	22
B.8.3.1	<i>Checking forms</i> .....	22
B.8.3.2	<i>Completion of assessment and marking</i> .....	23
B.8.3.3	<i>Competition completion</i> .....	23

B.8.4	Competition Information System (CIS)	23
B.8.4.1	<i>WorldSkills scale</i>	23
B.8.4.2	<i>Rounding</i>	23
B.8.5	Error handling	24
B.8.6	Appeals	24
B.8.7	Security of completed Test Projects	24
B.8.8	Publication of results	24
<b>B.9</b>	<b>MEDALS AND AWARDS</b>	<b>25</b>
B.9.1	Gold, silver, and bronze medals	25
B.9.2	Tied medals	25
B.9.2.1	<i>Gold</i>	25
B.9.2.2	<i>Silver</i>	25
B.9.2.3	<i>Bronze</i>	25
B.9.3	Medallion for Excellence	25
B.9.4	Best of Nation	25
B.9.5	Albert Vidal Award	25
B.9.6	Certificate of Participation	25
<b>B.10</b>	<b>FILMING AND PHOTOGRAPHING AT THE COMPETITION</b>	<b>26</b>
B.10.1	Media	26
B.10.1.1	<i>Before the Competition</i>	26
B.10.1.2	<i>During the Competition</i>	26
B.10.2	Other accredited personnel	26
B.10.2.1	<i>Before the Competition</i>	26
B.10.2.2	<i>During the Competition</i>	26
<b>B.11</b>	<b>PILOT PROJECTS</b>	<b>27</b>
B.11.1	Definition and purpose	27
B.11.2	Process	27
B.11.3	Pilot Projects for WSC2017	27
B.11.3.1	<i>Joint assessment</i>	27
<b>B.12</b>	<b>ISSUE AND DISPUTE RESOLUTION</b>	<b>28</b>
B.12.1	Definition of terms	28
B.12.2	Procedure overview and principles	28
B.12.2.1	<i>Procedure</i>	28
B.12.2.2	<i>Principles</i>	29
B.12.2.3	<i>Role of the Appeals Committee</i>	29
B.12.2.4	<i>Conflicts of interest</i>	29
B.12.3	Penalties	29
B.12.4	Dispute procedure and timing	30
B.12.4.1	<i>Breach of Competition Rules or skill-specific rules</i>	30
B.12.4.2	<i>Breach of Code of Ethics and Conduct</i>	30
B.12.5	Appeal procedure and timing	31
B.12.6	Record keeping and communication	31
B.12.6.1	<i>Record keeping</i>	31
B.12.6.2	<i>Communication</i>	31

B.12.7	Appointment of committees.....	32
B.12.7.1	<i>Hearings Committee</i> .....	32
B.12.7.2	<i>Appeals Committee</i> .....	32

## B.1 ABOUT THE COMPETITION RULES

### B.1.1 SCOPE

The Competition Rules define the resolutions and rules for the organization and conduct of the WorldSkills Competition incorporating all skill competitions. They are updated by the Competitions Committee and are ratified by the General Assembly.

All Members and Participants must abide by the Competition Rules.

The Competition Rules are divided into two volumes:

- A.** Competition Rules for the operations, organization, and planning of the WorldSkills Competition
- B.** Competition Rules for the conduct of the skill competitions

Volumes **A** and **B** should be read in conjunction with one another.

### B.1.2 HOW TO READ THESE RULES

The Competition Rules document the two skill management structures to be in place at WSC2017:

1. Existing skill management structure – Jury President, Chief Expert, and Deputy Chief Expert
2. New skill management structure – Skill Competition Manager, Chief Expert, and Deputy Chief Expert

To indicate how the rules apply in each skill management structure **ES** and **NS** are used either on each paragraph that applies to the skill management structure or for each position.

#### B.1.2.1 EXAMPLES

**ES** This paragraph applies to the existing skill management structure.

**NS** This paragraph applies to the new skill management structure.

This text applies to either the Skill Competition Manager **NS** or the Chief Expert **ES**.

### B.1.3 DEFINITION OF TERMS (GLOSSARY)

Refer to [www.worldskills.org/glossary](http://www.worldskills.org/glossary)

## B.2 HEALTH, SAFETY, AND ENVIRONMENT

### B.2.1 POLICIES AND PROCEDURES

#### B.2.1.1 HEALTH, SAFETY, AND ENVIRONMENT POLICY AT THE COMPETITION

All accredited personnel must comply with the Health, Safety, and Environment legislation specified by the Competition Organizer as well as the WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions.

Where a Member's own national Health, Safety, and Environment regulations are higher or stricter than the Competition Organizer's regulations then the higher/stricter regulation shall prevail in respect of that particular Member at the Competition.

#### B.2.1.2 COMPETITION ORGANIZER IS RESPONSIBLE FOR HEALTH AND SAFETY

The Competition Organizer is responsible for all infrastructure, equipment and setup to be fully in accordance with the Host country's/region's relevant legislation as well as the WorldSkills Health, Safety, and Environment Policy and Regulations for skill competitions. The Competition Organizer must produce Health and Safety documentation for the event.

#### B.2.1.3 WORLDSKILLS SECRETARIAT RESPONSIBILITY

The WorldSkills Secretariat must produce and maintain the documentation for Health, Safety, and Environment Policy and Regulations for skill competitions.

Documentation must include accurate information in respect of testing and approval of Competitor electrical hand tools brought to the Competition. The complete Health, Safety, and Environment documentation shall be provided on the website six months before the Competition.

#### B.2.1.4 TECHNICAL DELEGATE RESPONSIBILITY

The Technical Delegate is responsible for ensuring that all compatriot Competitors and compatriot Experts have been briefed on the correct information about the Competition Organizer's Health, Safety, and Environment regulations and the WorldSkills Health, Safety, and Environment Policy and Regulations before the Competition.

#### B.2.1.5 SKILL COMPETITION MANAGER, EXPERT, AND WORKSHOP MANAGER RESPONSIBILITY

Skill Management Teams, Experts, and Workshop Managers are responsible for planning and running the skill competitions according to the WorldSkills Health, Safety, and Environment Policy and Regulations, including Host country/region regulations, their own Member's specific national regulations, and also the Health, Safety, and Environment requirements contained in the Technical Description.

### B.2.2 HEALTH, SAFETY, AND ENVIRONMENT TRAINING AND IMPLEMENTATION

The Competition Organizer shall liaise with the Skill Management Teams to provide Experts, Competitors, and all other personnel who may be in the workshop with the information and training required to ensure a safe Competition.

On completion of training and prior to any equipment being used in the workshops, those persons, having received Health, Safety, and Environment training are required to sign the Health, Safety, and

Environment Agreement on completion of training. The Competition Organizer Health, Safety, and Environment representative will countersign these forms.

Workshop Managers and the Skill Management Teams are responsible for ensuring that Experts, Competitors, and other personnel comply with the WorldSkills Health, Safety, and Environment Policy and Regulations for the skill competitions and Competition site as documented in **B.2.1.3**, **B.2.1.4**, and **B.2.1.5**.



## B.3 INFRASTRUCTURE LIST, COMPETITOR TOOLBOXES, AND WORKSHOP ORGANIZATION

### B.3.1 MATERIALS AND EQUIPMENT

#### B.3.1.1 DEFINITION

The Infrastructure List is a list of materials and equipment to be provided by the Competition Organizer for the conduct of a skill competition.

#### B.3.1.2 DEVELOPMENT

The Infrastructure List shall be reviewed and updated online by the Technical Observer in consultation with the Chief Expert **ES** or Skill Competition Manager **NS** at the previous Competition and in the 12-month period after the Competition.

The Workshop Manager and the Skill Competition Manager **NS** or Chief Expert **ES** finalize the Infrastructure List at Competition Preparation Week. No further changes can be made after this time and the Test Project must be developed based on the agreed items in the Infrastructure List. (see **B.7.4**)

The Competition Organizer organizes the infrastructure according to local laws and regulations and selects products and brands that are industry standard and available globally whenever possible.

#### B.3.1.3 PUBLICATION

The Competition Organizer shall update the Infrastructure List progressively on the website. Members may view this information and print from the website [www.worldskills.org/infrastructure](http://www.worldskills.org/infrastructure).

#### B.3.1.4 SUPPLY OF MATERIALS AND EQUIPMENT

The Competition Organizer shall supply all equipment and materials that are listed in the Infrastructure List for each skill competition. At the Competition, when a piece of equipment or material that is listed is missing the Competition Organizer is responsible for its provision.

Competitors can only bring equipment that is not listed in the IL but is listed in section 8.2 of their Technical Description, or approved by the Experts in the Discussion Forum prior to the Competition.

Equipment that is supplied by the Competition Organizer (listed in the IL) must be used by all Competitors; i.e. Competitors cannot bring their own alternative tools with the same functionality as they will not be allowed in the workshop.

#### B.3.1.5 MISSING ITEMS

Missing items (materials and/or equipment) which are listed on the Infrastructure List must be reported to the Skill Competition Manager **NS** or Chief Expert **ES** who will arrange through the Workshop Manager for its replacement. Where a Competitor is missing an item that was listed in the Technical Description from their personal toolbox, the Skill Competition Manager **NS** or Chief Expert **ES** will be notified. If time allows, the Workshop Manager shall assist in finding a locally available substitute. The cost of any such item shall be the responsibility of the Competitor.

#### B.3.1.6 SUBSTITUTE AND ADDITIONAL MATERIALS

A Competitor may ask for substitute or additional material to be provided if what was originally provided has been lost or damaged, but any such substitution or supply of additional materials may

lead to a reduction in the marks awarded. The Jury must determine the scale of any such deductions before the Competition and inform the Competitors prior to commencement.

## B.3.2 COMPETITOR TOOLBOXES

### B.3.2.1 DEFINITION

A “Competitor toolbox” includes any container in which the tools provided by the Competitor for the completion of the Test Project as documented in the Technical Description are carried and shipped from the Member country or region by a logistics company, or as hand or checked luggage that accompanies the Competitor.

### B.3.2.2 PRINCIPLES

Competitor toolboxes have a different impact on the following stakeholders:

- Members – cost of freight (volume, weight, type of shipping, and distance)
- Competition Organizer – cost inference needs to be minimal (storage and transport)

WorldSkills recognizes that it cannot define the size of the Competitor toolboxes because in many cases Members have already purchased toolboxes, or had them custom built, that are used from one Competition to the next. The size of toolbox is the Member’s responsibility.

The Experts’ knowledge of personal tools that must be brought by Competitors to the Competition must be respected. Experts are to clearly define the number and kind of personal tools (not brand of tools) that need to be included in a toolbox and ensure they are clearly documented in section 8 of the Technical Description. Once this list is defined the maximum size of the toolbox can easily be identified.

It is important that the number of personal tools defined is respected to ensure that all Competitors have an equal opportunity.

### B.3.2.3 SIZE OF TOOLBOX

The maximum size of the toolbox that can be kept inside the Competitor workstation is documented in section 8 of the Technical Description. Experts will be expected to monitor the toolbox size and where it is larger than what is specified, Competitors will be asked to remove their toolbox from the workshop, with the assistance of the Workshop Manager, until after the Competition. Competitors may keep tools at their workstation equivalent to those that will fit in the maximum toolbox size. The Competition Organizer will ensure security of those tools.

## B.3.3 WORKSTATION ASSIGNMENT

Workstations will be assigned to Competitors randomly by drawing lots. This may be drawn prior to the Competition by the Director of Skills Competitions or at the Competition by either the Experts or the Competitors.

## B.4 TECHNICAL DESCRIPTIONS

### B.4.1 DEFINITION

Each skill competition has a Technical Description that defines the name of the skill competition, the associated work role or occupation, the WorldSkills Standards Specification, the Assessment Specification, Marking Scheme, procedures for the Test Project's development, selection, validation, change (if appropriate), and circulation of the Test Project, the conduct of the skill competition, and any skill-specific Health, Safety, and Environment requirements.

It defines those materials and equipment to be supplied by Competitors and Experts and defines those that are prohibited in the workshop.

The Technical Description may also give examples of the skill competition area layout, typically from previous Competitions.

It does not define materials and equipment provided by the Competition Organizer. These are defined in the Infrastructure List.

### B.4.2 PRECEDENCE

In the event of any conflict within the different languages of the Technical Descriptions, the English version shall take precedence.

Technical Descriptions cannot overrule the Competition Rules. For any discrepancy, the Competition Rules shall take precedence.

### B.4.3 AVAILABILITY

The Technical Descriptions shall be available in English on the website 12 months prior to the Competition. The source files and tracked changes from the previous Technical Description shall be available from the Director of Skills Competitions to allow Members to translate the Technical Descriptions into any language.

### B.4.4 UPDATING AND VALIDITY

Technical Descriptions shall be updated by the Experts during each Competition cycle in order to reflect best practice by industry, commerce and business worldwide. They shall be updated and validated by signature by at least 80% of the Experts at the Competition.

When a Technical Description is updated or newly created, the TDXX template is to be used.

Updating the Technical Description must be completed by 16:00 on day C+1. Exceptions to this must be agreed previously with the Chair and Vice Chair of the Competitions Committee or the Director of Skills Competitions.

Once updated, validated, and submitted, the Standards Specification within the Technical Description will be consulted upon with recommended industry and business to ensure its currency and relevance. Any significant differences or comments will be discussed with the Skill Competition Manager **NS**, Chief Expert **ES**, or the Deputy Chief Expert.

## B.4.5 CIRCULATION

Decisions and recommendations concerning Technical Descriptions must be circulated to Members at least 12 months before they are implemented.

## B.5 SKILL-SPECIFIC RULES

The Experts in each skill competition shall develop skill-specific rules for their skill competition at the Competition. Skill-specific rules are included in the Technical Description. These skill-specific rules are agreed by vote of the Experts as part of the Technical Description update.

Skill-specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from skill competition to skill competition. This includes but is not limited to personal IT equipment, data storage devices, internet access, procedures and work flow, and documentation management and distribution.

If any accredited person allegedly breaches the skill-specific rules they will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

## B.6 ASSESSMENT OVERVIEW

### B.6.1 GENERAL GUIDANCE

Assessment is implemented according to the WorldSkills Assessment Strategy. The Assessment Strategy establishes the principles and techniques to which WorldSkills assessment shall conform.

Assessment at the WorldSkills Competition shall be by two broad types: measurement and judgement. The use of explicit benchmarks is essential for both methods of assessment. The benchmarks shall relate to actual best practice in industry and business.

The main instruments used to support assessment for the WorldSkills skill competitions are the relevant Standards Specification including its weightings, the Marking Scheme, Test Project, and Competition Information System (CIS).

### B.6.2 ASSESSMENT PLANNING

#### B.6.2.1 STANDARDS SPECIFICATION

The Standards Specification within each Technical Description determines what shall be assessed within the skill competition.

#### B.6.2.2 WEIGHTINGS

The weightings assigned to each section of the Standards Specification shall determine the allocation of marks within the Marking Scheme. A tolerance of 5% is permitted, provided that the balance of weightings within the Standards Specification is maintained. The Standards and Assessment Advisor will approve any variations and check that the balance is maintained.

#### B.6.2.3 ASSESSMENT METHODS

To reflect the Standards Specification fully, the full range of assessment methods is advised. Refer to **B.8.1**.

#### B.6.2.4 BENCHMARKS

All assessments shall have explicit benchmarks set out in the Marking Scheme, and adhered to in practice. All Competitors shall be assessed against those benchmarks. Ranking of Competitors for assessment and marking purposes is not permitted in any circumstance.

#### B.6.2.5 ASSESSMENT TRAINING FOR JURIES

Assessment training for Juries to ensure their assessment is of high quality, professional and conforms to the rules and procedures, shall be conducted immediately before the Competition (C-4 to C-1). This training is mandatory.

### B.6.3 MARKING SCHEME

#### B.6.3.1 ROLE OF THE MARKING SCHEME

The Marking Scheme ties assessment to the standards that represent the skill competitions. By reflecting the weightings in the Standards Specification, it establishes the framework for the Test Project.

#### **B.6.3.2 SCALE OF MARKS**

Each competition shall have a Marking Scheme with a scale of 100 marks.

#### **B.6.3.3 ASSESSMENT CRITERIA**

The main headings of the Marking Scheme are the Assessment Criteria. These may or may not be the same as the sections of the Standards Specification or the Test Project. There will normally be between five and nine Criteria. Irrespective of the way the Criteria are structured, the allocation of marks shall reflect the weightings in the Standards Specification (see **B.6.2.2**).

#### **B.6.3.4 ASSESSMENT SUB CRITERIA**

Each Criterion is broken down into one or more Sub Criteria. Marking Forms are organized under Sub Criteria.

#### **B.6.3.5 ASPECTS OF SUB CRITERIA**

Each Sub Criterion is broken down into one or more Aspects, to which marks are assigned. Aspects are categorized as either measurement or judgement, to reflect the assessment method adopted.

#### **B.6.3.6 NUMBER OF ASPECTS**

Ideally there will be between 75 and 200 Aspects. The outer limits are 50 and 300 Aspects.

#### **B.6.3.7 SIZE AND BALANCE OF MARKS**

No Aspect shall be worth more than two marks (two per cent of the total marks available).

#### **B.6.3.8 PREPARATION AND USE OF MARKING FORMS**

There shall be one Marking Form for each Sub Criterion. This Marking Form shall contain all Aspects, whether assessed and marked by judgement or measurement, or both. Each Marking Form shall contain the details of the Aspects of the Sub Criterion, together with benchmarks for assessment and the maximum mark for each Aspect.

#### **B.6.3.9 LANDSCAPE MARKING FORMS**

Landscape Marking Forms can be used where more than one Competitor's marking can be recorded on a single page of marking form. The landscape Marking Form can be used to record scores and marks for both judgement and measurement.

Where landscape Marking Forms are used, all marks and scores from each of the Experts shall be transcribed to the CIS-generated portrait marking forms for data entry into the CIS.

#### **B.6.3.10 VARIATION OF PROCEDURE**

Under exceptional circumstances the Chair and Vice Chair of the Competitions Committee may agree to a variation of this procedure arising from a written request in advance from the Skill Management Team.

## B.7 TEST PROJECTS

### B.7.1 DEFINITION

The Test Project is the assessment vehicle for each skill competition. The Technical Description specifies the associated work role and standards that the Test Project is required to sample, together with its format/structure, development, validation, selection, circulation, and change (if appropriate).

### B.7.2 DURATION AND FORMAT

#### B.7.2.1 DURATION

Test Projects shall be designed to take between 15 and 22 hours working time, within a period not exceeding four days. The Test Project shall be designed to optimize the opportunity to assess and differentiate the performance of Competitors against the specified standards. It shall also be designed to minimize space, infrastructure, and resource requirements.

#### B.7.2.2 EXTENSION OF TIME

If an extension of time is required to complete a module or project, the Chief Expert must first obtain the approval of the Skill Competition Manager **NS** or Jury President **ES** and then the approval of the Chair or Vice Chair of the Competitions Committee and the Director of Skills Competitions no later than the end of C2. All possible alternative solutions must be investigated before an extension of time is approved. This does not include individual days running briefly overtime.

### B.7.3 ETHICAL CRITERIA

All Experts are required to conduct themselves with the highest levels of integrity, honesty, and fairness. One of the most important requirements in this regard is to ensure that no unfair advantage accrues to any Competitor or group of Competitors through receiving advance information about the Test Project that other Competitors do not receive (see **A.8.1.19**).

### B.7.4 DEVELOPMENT

#### B.7.4.1 MATERIALS AND EQUIPMENT USED

Test Projects shall be designed and must be able to be completed using the materials and equipment listed in the Infrastructure List and/or brought by Competitors, and which is finalized at Competition Preparation Week. No additional major items can be requested after this time; however exact quantities and details for consumables in some skills are to be specified four months prior to the Competition. (see **B.3.1**).

#### B.7.4.2 FORM

Test Projects are prepared in ISO A and/or ISO E as specified in the Technical Description. All Test Projects (drawings and documents) are required to be available in digital form using the WorldSkills International template TPXX (available from the website or Secretariat).

Test Project proposals presented at one Competition for the next Competition are to be submitted in digital form to the Secretariat by 16:00 on C+1.



### B.7.4.3 **EXTERNAL DESIGN**

The Test Project, draft assessment criteria, and material and equipment lists may be developed by an external agency. The Experts must obtain written approval from the Director of Skills Competitions prior to following the process of engaging an external agency.

Any such agency shall initially consult the Experts about the competencies to be tested, the suitability of certain designs, and the format of the Test Project. The agency shall then follow the development process made available by the Director of Skills Competitions.

The agency shall understand the Code of Ethics and Conduct and shall sign a WorldSkills International Confidentiality and Professionalism Agreement.

## B.7.5 **SELECTION, VALIDATION, AND CIRCULATION**

Selection, validation, and circulation of the Test Project are defined in the Technical Description.

### B.7.5.1 **CIRCULATION**

The timeline for the circulation of the Test Project is defined in the Technical Description. Test Projects selected at the previous Competition will be circulated immediately following selection.

### B.7.5.2 **VALIDATION**

The Test Project must be accompanied by proof of function or proof of construction or proof of completion in a time frame appropriate to the skill competition (for example, a photograph of a project completed according to the Test Project within material, equipment, knowledge, and time constraints). The Test Project must be capable of completion using only the equipment and materials specified in the Infrastructure List and tools brought by the Competitor. The Technical Description shall define this process.

### B.7.5.3 **SELECTION**

The Test Project for the Competition is decided either by a simple majority vote of the Experts (at the previous Competition, on the Discussion Forum, or at the Competition) or by a random draw carried out by the Director of Skills Competitions before the Competition or by the Jury at the Competition). The Technical Description shall define this process.

Where the Test Project is externally designed, the Experts are not involved in the selection process.

### B.7.5.4 **CONFIDENTIALITY OF INFORMATION**

- Information on the Test Project is to be distributed according to two key principles:
  1. Need to know – only to those who need it to perform a task.
  2. Just in time – when they need it.
- It is essential that no one except the Experts of the Jury or a specific group of Experts within the Jury know the contents of the Test Project during its development. This also means that Experts MAY NOT involve any other person from their country/region or industry to assist them in this without approval of the Director of Skills Competitions.
- Workshop Managers may request access to the Test Project from the Secretariat for the purpose of preparing materials and equipment for the Competition. The Director of Skills Competitions will determine exactly when this information is provided.
- In situations where Experts need to involve external people (for example, a draftsman to produce professional drawings or persons involved in shipping hardware), the following two actions must be taken BEFORE involving that person:
  1. Obtain written approval from the Director of Skills Competitions.

2. Get the person to study and understand the Code of Ethics and Conduct and sign a WorldSkills Confidentiality and Professionalism Agreement.
- In situations where the Test Project is designed by an external agency where Experts are consulted but do not actually see the Test Project before the Competition, the following two actions must be taken BEFORE involving that agency:
    1. Obtain written approval from the Director of Skills Competitions.
    2. Get the agency to review and agree to the Code of Ethics and Conduct and sign a WorldSkills Confidentiality and Professionalism Agreement.
  - Once Experts begin the preparation work on the Test Project at the Competition, all papers, drawings, notes, laptops, memory sticks and other data storage devices must remain in the workshop and be secured in the storage unit provided.
  - Responsibility for security and confidentiality rests with the Experts. A breach of security may bring the integrity of WorldSkills International and the Expert's Member organization into disrepute.

#### **B.7.5.5 TEST PROJECT SUBMISSION**

When circulated, each Test Project shall be accompanied by the full Marking Scheme with which it has been designed and developed. Where circulated in advance, at the Competition the Test Project and Marking Scheme will be subject to a minimum 30% change (see **B.7.5.6**). Following this change the Competitor will receive only the Mark Summary Form (see **A.8.1.5**). Competitors will not receive the detailed Measurement and Judgement Marking Forms.

It is a requirement that there be majority agreement (50%+1) on the final Marking Scheme by the Experts.

#### **B.7.5.6 MANDATORY CHANGE IN WORK CONTENT**

Where the Test Project has been circulated to Competitors in advance, Experts shall change a minimum of 30% of the work content within the limitations of the equipment and materials provided by the Competition Organizer. This 30% change is decided by vote of the Jury on or before C-3. Evidence of the changes in the work content must be documented and approved by the Jury President before the start of the Competition. As soon as the 30% change is officially confirmed and signed by the Jury and the Jury President all Competitors must be informed of the details of the 30% change.

#### **B.7.5.7 TEST PROJECT AND ASSESSMENT BRIEFING AT THE COMPETITION**

In the case of non-modular Test Projects, the Competitor will be given the complete Test Project, related explanatory material and information on the assessment criteria through receipt of the Mark Summary Form immediately before the start of the Competition. Competitors will be allowed a minimum of one hour – not to be included in the competition time – to study these and to ask questions.

In the case of modular Test Projects, Competitors will be given relevant documents, explanatory material, and information on the assessment criteria through receipt of the Mark Summary Form for that particular module at the commencement of each module. The Skill Competition Manager **NS**, Chief Expert **NS**, or assigned Expert for each module shall provide clarification to Competitors if required. Competitors will be allowed a minimum of 15 minutes – not to be included in the competition time – to study these and to ask questions.

In both cases, Competitors will not receive the details of the Measurement and Judgement Marking Forms.

#### **B.7.5.8 TRANSLATION**

The Test Project is finalized by the Experts during the preparation period. The Experts study the Test Project and the assessment criteria and organize translation of the pertinent text into the Competitors' language of choice.

#### **B.7.5.9 SHARING INTELLECTUAL PROPERTY**

Test Projects that are both selected and declared suitable for a Competition by the Jury are kept by the Secretariat for future use by Members. These Test Projects are to be submitted digitally to the Secretariat.

#### **B.7.5.10 SECURITY OF COMPLETED TEST PROJECTS**

The removal/destruction of Test Projects and the dismantling of the workshops and installations must not start before all assessment has been completed unless approval is given by the relevant Skill Competition Manager **NS** or Chief Expert **ES**.

#### **B.7.5.11 OWNERSHIP OF TEST PROJECTS**

The Test Projects are owned or are the property of the Competition Organizer and WorldSkills International and may not be removed from the Competition Site or used in any way without the permission of both these parties. Tool boxes are not to be locked and removed from the Competition Site until the ownership of the Test Project has been determined and an audit has been completed of the supplied Infrastructure.

## B.7.6 SUMMARY OF EXPERT PARTICIPATION IN TEST PROJECT PREPARATION AND ASSESSMENT

EXPERT <sup>1</sup> SCENARIO	REQUIRED TO PROVIDE A TEST PROJECT PROPOSAL	EQUAL TEST PROJECT SELECTION AND 30% CHANGE VOTING RIGHTS	ACTIVE PARTICIPATION IN TEST PROJECT DEVELOPMENT	EQUAL TECHNICAL DESCRIPTION VOTING RIGHTS	ACTIVE PARTICIPATION IN ASSESSMENT	ACTIVE PARTICIPATION ON THE DISCUSSION FORUM
Expert <sup>1</sup> who DOES NOT bring a Test Project but is required to as per the Technical Description.	Yes	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
Expert <sup>1</sup> who is not required to bring a Test Project as per the Technical Description.	No	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
Expert <sup>1</sup> who DOES NOT bring a required 30% change proposal but is required to as per the Technical Description.	-	No (²)	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
Expert <sup>1</sup> who is not required to bring a 30% change proposal as per the Technical Description.	-	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes, if passed the Expert Test	Yes
Expert <sup>3</sup> without a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor	Same as Expert with a Competitor
Expert <sup>4</sup> who has not successfully completed the mandatory Access Programme modules, the preparedness requirements, and/or the Mandatory Assessment Training	-	No	No	No	No	Yes

<sup>1</sup> Note: There is no differentiation between an Expert who is participating in their first Competition and an Expert who has participated before.

<sup>2</sup> In the case of a new Expert not bringing a Test Project, they can participate in the Test Project selection and 30% change vote if they have passed the Expert Test and the Jury agrees to allow the new Expert to participate.

<sup>3</sup> An Expert without a Competitor has same rights and responsibilities as an Expert with a Competitor.

<sup>4</sup> An Expert not completing these mandatory requirements cannot have contact with their Competitor in the workshop.

## B.8 ASSESSMENT PROCEDURES

### B.8.1 ASSESSMENT METHODS

There are two assessment methods: measurement and judgement. Each have distinct purposes and procedures.

**Measurement** is used to assess accuracy, precision, and other performance which can and should be measured in a robust way. It is used where there should be no ambiguity.

**Judgement** is used to assess the quality of performance, about which there may be small differences of view when applying the external benchmarks.

Both measurement and judgement are required to reference their assessment and marking to explicit external benchmarks drawn from best practice in industry and business. The baseline for the award of any marks is the attainment of an acceptable industry standard.

### B.8.2 ASSESSMENT AND MARKING PROCEDURES

#### B.8.2.1 COMPETITION COMMENCEMENT

Before the CIS is made available for commencement of the competition the Skill Competition Manager **NS** or Chief Expert **ES** must confirm to the Skill Advisor that all preparatory tasks have been completed.

#### B.8.2.2 TEAMS FOR ASSESSMENT AND MARKING

Three Experts shall form each assessment and marking team.

These three Experts may be supplemented by other(s)

- in order to coordinate the scores for judgement
- in order to replace an Expert to prevent compatriot marking
- for observation and training purposes.

Skill Management Teams may use dual assessment and marking for measurement. In this case two teams of two Experts act independently as assessors and markers before comparing their marks. In the event of a discrepancy, the relevant Aspects shall be reassessed and marked in order to reach a consensus.

#### B.8.2.3 THE ORGANIZATION OF ASSESSMENT AND MARKING TEAMS

The CIS will generate a single Marking Form for each Sub Criterion. The Marking Form will contain the details of the Sub Criterion, the Aspects of that Sub Criterion, benchmarks to direct assessment, and the maximum mark available for each Aspect. Only one marking team shall be responsible for marking and/or scoring each Sub Criterion. Each Marking Form may contain Aspects to be assessed by measurement, or Aspects to be assessed by judgement, or both measurement Aspects and judgement Aspects.

#### B.8.2.4 SPECIFIC PROCEDURES FOR ASSESSMENT AND MARKING BY MEASUREMENT

The assessment decisions available to a marking team for measurement are either

- binary: yes or no, or
- against a pre-determined scale of conformity to a given benchmark.

The design and use of either of these methods must relate to best practice in industry and business.

#### **B.8.2.5 SPECIFIC PROCEDURES FOR ASSESSMENT AND MARKING BY JUDGEMENT**

Each of the three Experts shall assess each Aspect of Sub Criterion, whether the Competitor has attempted the work or not. Using flash cards each Expert shall award a score between 0 and 3 based on the given benchmarks. To do this correctly Experts shall first select their own score privately by comparing the Competitor's performance with these benchmarks. They then display their scores at the same time as directed by the Expert coordinating the recording of the scores.

The scores from 0 to 3 shall relate to industry and business as follows:

- 0: performance below industry standard to any extent, including a non-attempt
- 1: performance meets industry standard
- 2: performance meets industry standard and surpasses that standard to some extent
- 3: excellent or outstanding performance relative to industry's expectations.

The benchmarks within the Marking Scheme and recorded on the marking forms contextualize these standards; they apply them to the performance to be assessed and scored to act as a guide to the assessment team. They shall be agreed when finalizing the Marking Scheme and shall not be changed during assessment and scoring.

A (master) handwritten mark sheet shall be created to record the finally agreed scores. This shall be used for data entry into the CIS and kept to provide an audit trail. Where paperless marking is used, scores will be entered directly into the CIS via a tablet by the Expert awarding the score.

Where the range of scores for an Aspect is greater than 1 Experts must remark that Aspect. A brief discussion with reference to the benchmarks is permitted in order to reduce the range to 1 or less.

If a Competitor has not attempted a particular Aspect of a Sub Criterion the score awarded by each Expert shall be zero.

#### **B.8.2.6 THE ORDER OF ASSESSMENT AND MARKING**

Since all assessment and marking is referenced to external benchmarks, the order of assessment and marking should not be a matter for concern. However, in cases where there is disagreement or unfair marking practises the Skill Advisor may make the decision for judgement should precede measurement.

#### **B.8.2.7 NO ASSESSMENT OR MARKING IN PRESENCE OF COMPETITOR**

Assessment and marking shall not to be done in the presence of the Competitor unless otherwise specified in the Technical Description.

#### **B.8.2.8 DAILY ASSESSMENT AND MARKING**

The assessment and marking day for every Sub Criteria is defined in the CIS. The Sub Criteria defined to be assessed on a given day must have the scores or marks entered into the CIS, approved, and signed-off by the Jury before 12 noon on the following day. The CIS sign-off form must be received before 13:00 on that day. The exception is C4 where assessment and CIS entry must occur before 22:00 on the same day. Approval and sign-off must be received by the CIS team before 10:00 on C+1.

### **B.8.3 FINALIZATION OF MARKS**

#### **B.8.3.1 CHECKING FORMS**

Scores and/or marks are transferred from the handwritten marking forms into the CIS as assessment progresses. Alternatively, scores and/or marks may also be entered directly into the CIS using a handheld device. No marking forms are necessary in this case.

When the marks and/or scores for all marking forms for a specified marking day (or all the marks and scores for the complete competition for skill competitions which have not specified marking days) have been entered, CIS mark entry for that day (or the complete competition) is locked by the Chief Expert.

When CIS mark entry has been locked, a PDF of all the marking forms, including the Mark Summary Form, for the specified marking day shall be created and placed in a folder on the desktop of the CIS computer in the relevant workshop. The Jury must then be given an opportunity to review the PDF of the results for their compatriot Competitor against the handwritten marks and raise any concerns with the Skill Competition Manager **NS** or Chief Expert **ES**.

The main purpose of this review is to identify and correct transmission errors between the handwritten sheets and the marks entered in the CIS. Where an Expert wishes to challenge the actual assessment, and marking of their compatriot Competitor, they must inform the Skill Competition Manager **NS** or Chief Expert **ES** of the reason for the challenge. If it appears that the challenge may have due cause, an independent person will be asked to resolve the matter, including by reassessment and marking if required.

In the case of a mark needing to be amended, the Skill Advisor unlocks the Aspect, makes the change and re-locks that Aspect. Each Expert in the marking group for that aspect must countersign the form to confirm their agreement of the amendment.

The Jury must then sign the Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form in the case of C4) to confirm their acceptance of the printed marking forms for the specified marking day (with the exception of any objections already raised and being dealt with). The signed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) must then be delivered to the CIS office.

On receipt of the completed Mark Entry Acceptance Form (or Final Mark Entry Acceptance Form) the CIS team shall lock the CIS for that part of the completed assessment. No further/new objections to the accepted marks shall be raised once this procedure has been completed.

#### **B.8.3.2 COMPLETION OF ASSESSMENT AND MARKING**

Assessment and the entry of marks into the CIS must be completed by 22:00 on C4.

#### **B.8.3.3 COMPETITION COMPLETION**

The Jury shall not be released from their competition duties until the Skill Management Team has delivered all required information and paperwork to Competition Support and received signed confirmation from Competition Support that all necessary information and paperwork has been received.

### **B.8.4 COMPETITION INFORMATION SYSTEM (CIS)**

#### **B.8.4.1 WORLDSKILLS SCALE**

To enable comparison between the skill competitions, results based on 100 marks are standardized on the WorldSkills scale by the CIS. This procedure positions all Competitors with the median mark in their skill competition at the 700-point position.

#### **B.8.4.2 ROUNDING**

The mark awarded for each Aspect of a Sub Criterion is rounded to a maximum of two decimal places. Figures where the third decimal place is equal to or greater than 5 will be rounded up; those where the third decimal place is less than five will be rounded down. (Example 1.055 becomes 1.06 and 1.054 becomes 1.05).

## B.8.5 ERROR HANDLING

When errors are discovered they shall be reported immediately to the Standards and Assessment Advisor. Where it is agreed that an error has occurred the marks must be re-entered into the CIS and new printed copies of the Marking Forms and the Mark Summary Form produced for all members of the Jury to review and sign. Both the original and the replacement forms must be retained as an audit trail.

## B.8.6 APPEALS

Appeals concerning results shall be accepted until the Competitions Committee meeting on C+1 that confirms the results. Once ratified by the General Assembly (after the Competitions Committee meeting), the results shall be final and there shall be no further right of appeal unless clear evidence that a major error took place which deprived a Competitor of an award is presented to the CEO or to the Chair and Vice Chair of the Competitions Committee within eight weeks of the Closing Ceremony. In such a case, the final decision will be made by the Board of Directors.

## B.8.7 SECURITY OF COMPLETED TEST PROJECTS

All completed Test Projects shall be secured until marking is complete and the Mark Summary Form has been signed for all Competitors. Should this prove impossible for technical reasons, photographs shall be taken under the supervision of the Jury Presidents or Competitions Committee Delegates.

These photographs, in addition to the retained assessment papers, shall remain in a secure place, since they may prove necessary to ascertain whether the original assessment was or was not correct.

## B.8.8 PUBLICATION OF RESULTS

Members shall be provided with the Official Results for each skill competition listing all Competitors, their points, medals and medallions plus a series of results listing Member comparison “by average medal points”, “by average points score”, “by total medal points”, “by total points score”, and “alphabetical with total medal points and average medal points”. These are provided to the Technical Delegate and Official Delegate at the Competitions Committee meeting and General Assembly meeting on the day of the Closing Ceremony. Delegates must not share these results with anyone until after the Closing Ceremony.

The Official Results are posted to the WorldSkills International website as medal winners are announced at the Closing Ceremony.



## B.9 MEDALS AND AWARDS

### B.9.1 GOLD, SILVER, AND BRONZE MEDALS

Gold, silver, and bronze medals shall be awarded to the Competitors who come first, second and third respectively in all Official, Demonstration, and Host Member Skills.

### B.9.2 TIED MEDALS

If the difference between two or more Competitors are no more than two points on the 700 scale, then ex æquo (tied) medals will be awarded as described below. However, variations may be accepted if recommended by the Competitions Committee and agreed by the General Assembly at the meetings at which Competition results are ratified.

#### B.9.2.1 GOLD

- Two gold medals, no silver medal, one or more bronze medals.
- Three or more gold medals, no silver medal. In addition, one or more bronze medals when the difference between the last gold medal winner(s) and the next Competitor(s) is not more than two points.

#### B.9.2.2 SILVER

- One gold medal, two or more silver medals. In addition, one or more bronze medals when the difference between the last silver medal winner and the next Competitor(s) is not more than two points.

#### B.9.2.3 BRONZE

- One gold medal, one silver medal, two or more bronze medals.

### B.9.3 MEDALLION FOR EXCELLENCE

Competitors who have obtained 700 or more points but who are not awarded a medal shall be awarded a Medallion for Excellence.

### B.9.4 BEST OF NATION

Usually, the Competitor who gains the highest points and/or highest medal of their country's/region's team will be awarded the Best of Nation award. The Member's Technical Delegate makes the relevant decision.

### B.9.5 ALBERT VIDAL AWARD

The Competitor(s) with the highest points at the Competition receives the Albert Vidal award.

### B.9.6 CERTIFICATE OF PARTICIPATION

Any Competitor who does not receive a medal or special award shall receive a Certificate of Participation.

## B.10 FILMING AND PHOTOGRAPHING AT THE COMPETITION

### B.10.1 MEDIA

#### B.10.1.1 BEFORE THE COMPETITION

Filming or photographing in the halls/buildings and workshops before the start of the Competition is forbidden. However, an exception is granted to WorldSkills Official Media personnel.

#### B.10.1.2 DURING THE COMPETITION

Filming or photographing at workstations during the Competition is subject to the approval of the Skill Competition Manager **NS** or Chief Expert **ES** responsible for the skill competition, in agreement, if necessary, with the Chair and Vice of the Competitions Committee and Director of Skills Competitions.

Filming or photographing Test Projects or project components during the Competition and discussion of these with Competitors before the end of the Competition is prohibited. However, an exception is granted to WorldSkills Official Media personnel.

Persons alleged to be in breach of this rule will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

### B.10.2 OTHER ACCREDITED PERSONNEL

#### B.10.2.1 BEFORE THE COMPETITION

Filming or photographing in the workshops or at the workstations before the start of the Competition is subject to the skill-specific rules. Exceptions to this rule may be granted with approval of the Chair and Vice Chair of the Competitions Committee, WSI CEO, Director of Skills Competitions, and the Director of Marketing and Communications.

#### B.10.2.2 DURING THE COMPETITION

Filming and photographing in the workshops or at the workstations during the Competition is subject to the skill-specific rules. Persons alleged to be in breach of this rule will be subject to the Issue and Dispute Resolution procedures described in **B.12**.

## B.11 PILOT PROJECTS

### B.11.1 DEFINITION AND PURPOSE

A Pilot Project is a project that is agreed and specified by the Competitions Committee and trialled (piloted) at the next Competition and reviewed afterwards.

### B.11.2 PROCESS

A Pilot Project may be proposed by Technical Delegates to the Chair and Vice Chair of the Competitions Committee and then presented to the Competitions Committee for acceptance. If accepted, the proposal is trialled at the next WorldSkills Competition as a Pilot Project. The Pilot Projects for the next Competition are listed below.

After the Competition, Pilot Projects and their results will be reviewed by relevant Technical Delegate(s) and the Competition Management Team. The results and recommendations are presented to the Competitions Committee whose decision shall be acted upon.

### B.11.3 PILOT PROJECTS FOR WSC2017

#### B.11.3.1 JOINT ASSESSMENT

The objective of the Joint Assessment Pilot Project is to trial ways of introducing joint assessment between WorldSkills Experts and independent assessors from industry in order to ensure greater objectivity and independence within the assessment process. This will also ensure that genuine benchmarking for best practice in business and industry is fully understood and integrated into the quality of assessment, therefore proving the integrity of WorldSkills assessment and results.

The independent assessors will be sourced via the Global Partners and Event Sponsors in consultation with the Skill Competition Manager or Chief Expert and Deputy Chief Expert. This shall be implemented in up to six skill competitions.

## B.12 ISSUE AND DISPUTE RESOLUTION

<<Updates to this section were agreed in principle by the General Assembly at GA2016 in Niagara Falls, Canada. The text is currently under review by various bodies, with the updated version to be made available as a supporting document for the Competitions Committee meeting to be held at the Competition Preparation Week in January 2017. The update will be presented at the meetings. The Competition Rules will be re-issued following the meetings.>>

### B.12.1 DEFINITION OF TERMS

The use of the terms “issue” and “dispute” for WorldSkills will be as follows:

- “Issues” are topics or problems for discussion or debate that relate to managing and running a skill competition. All issues should be resolved within the skill competition by the Skill Management Team and/or the Competitions Committee Delegate and/or Jury President and/or the Expert’s Technical Delegate.
- “Disputes” are disagreements or arguments that occur due to the escalation of an unresolved issue beyond the Skill Management Team and/or Competitions Committee Delegate and/or the Jury President and/or the Expert’s Technical Delegate.

### B.12.2 PROCEDURE OVERVIEW AND PRINCIPLES

#### B.12.2.1 PROCEDURE

The Issue and Dispute Resolution procedure (refer to diagram) shall be followed to resolve any problems or disagreements in a skill competition.

Resolution to every issue should firstly be attempted within the skill competition by the Skill Management Team (SMT) and/or Competitions Committee Delegate and/or the Jury President and/or the Expert’s Technical Delegate. The Skill Management Team must take care of all consultations required for making the SMT decision.

If the issue cannot be resolved within the skill competition then the issue becomes a dispute and,

- if it is not an alleged breach of the Code of Ethics and Conduct, it is escalated to the Chair and Vice Chair of the Competitions Committee,
- if it is an alleged breach of the Code of Ethics and Conduct, it is escalated to the Hearings Committee.

Prior to a dispute being taken to the Hearings Committee, it will be reviewed by the Competitions Committee Management Team (CCMT) to ensure that the dispute involves an alleged breach of the Code of Ethics and Conduct. (The purpose is to ensure time efficiency and that the dispute is not going to the Hearings Committee when it should be resolved within the Competitions Committee).

#### Diagram 1

Resolving issues and disputes that involve a breach or alleged breach of the Competition Rules or skill-specific rules.

<<Updated diagram to be inserted post Competition Preparation Week.>>

#### Diagram 2

Resolving disputes that involve a breach or alleged breach of the Code of Ethics and Conduct.

<<Updated diagram to be inserted post Competition Preparation Week.>>

### B.12.2.2 **PRINCIPLES**

The following basic principles shall be applied to all issues and disputes:

- Competitors must be able to continue their work while the issue and dispute resolution procedure is being conducted. If the Competitor is involved in related meetings, then the lost competition time shall be made up. Their work will be assessed in the same manner and process as all other Competitors.
- Natural justice must apply, i.e. innocent until proven guilty and everyone deserves a fair hearing. Everyone must be careful about what they say especially in an accusing manner.
- The number of people present at related meetings needs to be managed and balanced between fairness (who needs to be there) and intimidation (who wants to be there).
- The Chair and Vice Chair of the Competitions Committee and the Hearings Committee must reach a decision in all cases. This decision is final. However, if the accused or accuser does not accept that due process was followed in reaching this decision then the matter may be taken to the Appeals Committee.

### B.12.2.3 **ROLE OF THE APPEALS COMMITTEE**

An appeal to the Appeals Committee can only be made concerning the Issue and Dispute Resolution procedure (and not the decision). The Appeals Committee cannot change the decision of the Chair and Vice Chair of the Competitions Committee or the Hearings Committee. It can only decide whether or not all parties were given a fair and complete hearing and due process was carried out. If the Appeals Committee determines that the process has not been fair or complete or the Competition Rules or skill-specific rules were incorrectly interpreted, then the dispute goes back to the Chair and Vice Chair of the Competitions Committee or the Hearings Committee.

### B.12.2.4 **CONFLICTS OF INTEREST**

If the issue involves the SMT, then it is taken directly to the Chair and Vice Chair of the Competitions Committee.

If the issue involves a compatriot Competitor or Expert of the Chair or Vice Chair of the Competitions Committee, then the Chair or Vice Chair must step aside for resolution of this dispute. In order to keep the decision making within the Competitions Committee, their place will be taken by one of the Competitions Committee Delegates or Jury President Team Leaders (appointed by the Board).

## B.12.3 **PENALTIES**

If there is clear evidence of the action of the accused coupled with a clear and unambiguous rule, and no mitigating factors, the following penalties apply:

- If a Competitor breaches the Competition Rules or skill-specific rules, the penalty should be that the Competitor receives 600 points. If the Competitor is penalized by receiving 600 points, their result will be adjusted before the official results are finalized.
- If an Expert breaches the Competition Rules or skill-specific rules, the penalty should be that the Expert is removed from the workshop and has no further contact with their Competitor.
- If any other accredited personnel breach the Competition Rules or any skill-specific rules, the penalty should be that they are removed from accessing any workshops and have no further contact with their Competitors and/or Experts.

In situations where either there is clear evidence of the action of the accused coupled with a clear and unambiguous rule, and any number of mitigating factors, the Chair and Vice Chair of the Competitions Committee have the discretion to apply the following penalties:

- For a Competitor, the penalty may be a mark reduction. The mark reduction will be applied via the mark entry process.
- For an Expert, the penalty may be removal from being involved in any marking or any contact with their Competitor in the workshop during the competition.
- For any other accredited personnel, the penalty may be removal from accessing a certain workshop or any contact with certain accredited personnel during the competition.

If there is a breach of the Code of Ethics and Conduct that is not a breach of the Competition Rules or skill-specific rules, the penalty applied will be commensurate with the severity of the breach.

Penalties proposed by the SMT that relate to resolution of issues by the SMT can only be applied with the approval of the Chair and Vice Chair of the Competitions Committee (so that there is consistency across skill competitions). Refer to **B.12.6**.

Penalties related to resolution of disputes that were escalated to the Chair and Vice Chair of the Competitions Committee can only be applied with the approval of the CCMT (so that there is consistency across skill competitions). Refer to **B.12.6**.

In situations where a Competitor is given a score/mark penalty their results cannot be removed from the Official Results.

Penalties related to resolution of disputes that were escalated to the Hearings Committee can only be applied with the approval of the Chair and Vice Chair of the Competitions Committee, a nominated Board member, and the WSI CEO (so that there is consistency across the Organization).

## B.12.4 DISPUTE PROCEDURE AND TIMING

### B.12.4.1 BREACH OF COMPETITION RULES OR SKILL-SPECIFIC RULES

The Chair and Vice Chair of the Competitions Committee will formally meet with all parties involved in the dispute and all parties must have the opportunity to present their case.

Persons involved may be accompanied by their Technical Delegate, and Competitors may also be accompanied by their Team Leader. All parties may call witnesses.

The Chair and Vice Chair of the Competitions Committee must reach a decision in all cases. The decision will be either a penalty is applied or dismissal of the dispute. This decision is final – it is then implemented and the dispute is closed.

The Chair and Vice Chair of the Competitions Committee will meet within two hours from the time that the dispute is registered with them if the dispute is registered by 18:00. Otherwise it will meet at 08:00 the following morning. A decision must be reached within two hours.

If either the accused or accuser does not accept that due process was followed in reaching this decision, then the matter will be taken to the Appeals Committee via the Technical Delegate or Skill Management Team. This must be done within one hour of the Chair and Vice Chair of the Competitions Committee's decision by advising the Director of Skills Competitions. The Director of Skills Competitions will immediately contact the Chair of the Appeals Committee, the WSI CEO and the Chair and Vice Chair of the Competitions Committee.

### B.12.4.2 BREACH OF CODE OF ETHICS AND CONDUCT

The Hearings Committee will formally meet with all parties involved in the dispute and all parties must have the opportunity to present their case.

Persons involved may be accompanied by their Technical and/or Official Delegate, and Competitors may also be accompanied by their Team Leader. All parties may call witnesses.

The Hearings Committee must reach a decision in all cases. The decision will be either a penalty against the accused or dismissal of the dispute. This decision is final – it is then implemented and the dispute is closed.

The Hearings Committee will meet within two hours from the time that the dispute is registered with them if the dispute is registered by 18:00. Otherwise it will meet at 08:00 the following morning. A decision must be reached within three hours after the hearing.

If either the accused or accuser does not accept that due process was followed in reaching this decision, then the matter will be taken to the Appeals Committee via the Technical Delegate or Skill Management Team. This must be done within one hour of the Hearings Committee's decision by advising the Director of Skills Competitions. The Director of Skills Competitions will immediately contact the Chair of the Appeals Committee, the WSI CEO, the Chair of the Hearings Committee and the Chair and Vice Chair of the Competitions Committee.

## **B.12.5 APPEAL PROCEDURE AND TIMING**

An appeal shall be limited to the matters raised in the appeal. The Appeals Committee will decide whether or not the dispute was given a fair and complete hearing and due process was carried out. No determination of fact by the Hearings Committee shall be set aside unless shown to be incorrect. The Appeals Committee can only call witnesses who gave evidence to the Hearings Committee.

The Appeals Committee must meet on the day of the appeal if the appeal is registered by 18:00. Otherwise it will meet at 08:00 the following morning. A decision must be reached within one hour after the meeting.

If the Appeals Committee determines that the process has not been fair or complete or the Competition Rules or skill-specific rules were incorrectly interpreted, then the case goes back to the Chair and Vice Chair of the Competitions Committee or the Hearings Committee.

## **B.12.6 RECORD KEEPING AND COMMUNICATION**

### **B.12.6.1 RECORD KEEPING**

The Issue Form must be completed where a penalty is applied and submitted to the Director of Skills Competitions.

The Dispute Form must be completed by the Chair and Vice Chair of the Competitions Committee or the Chair of the Hearings Committee and submitted to the WSI CEO via the Director of Skills Competitions. Any dispute that reaches the Chair and Vice Chair of the Competitions Committee or the Hearings Committee must be recorded (even if it is dismissed).

The Appeal Form must be completed by the Chair of the Appeals Committee and submitted to the CEO via the Director of Skills Competitions.

On C+1 the Director of Skills Competitions is responsible for ensuring that all penalties affecting results have been applied before the official results are circulated to the Technical and Official Delegates. In situations where skill competitions are still in the issue and dispute resolution process after 10:00 on C+1 results for those skills are watermarked as provisional.

### **B.12.6.2 COMMUNICATION**

The Director of Skills Competitions is responsible for timely communication to the relevant persons that a dispute or appeal is in process.

The Director of Skills Competitions is responsible for immediate written communication (within 30 minutes) of the decision to the SMT and the Technical Delegate of any Experts or Competitors directly

involved in the dispute or appeal with a copy to the Chair and Vice Chair of the Competitions Committee, Chair of Hearings Committee, and the WSI CEO. The SMT will share this information with all Experts in their skill competition.

## **B.12.7 APPOINTMENT OF COMMITTEES**

### **B.12.7.1 HEARINGS COMMITTEE**

The Hearings Committee will consist of a Chair and two delegates. The Chair will be an independent person appointed by the Board of Directors. This person's only role at the Competition will be to chair the Hearings Committee. Ideally, they will have a working knowledge of the WorldSkills Competition and have experience in this type of role. A legal background would be a benefit.

There will be two delegates drawn from a panel of possible delegates. The delegates may be current Official Delegates, Honorary Members, or persons with appropriate experience. The possible delegates are appointed by the Competition Management Team six months before the Competition.

For each dispute, the Chair of the Hearings Committee will select the two delegates to ensure no Member bias exists.

### **B.12.7.2 APPEALS COMMITTEE**

The Appeals Committee shall consist of two Board members and one member of the panel who was not part of the Hearings Committee for this dispute and has no Member bias. Alternatively, the Appeals Committee shall consist of three Board members. The Chair of the Appeals Committee shall be nominated by the Board of Directors.